

How do I contact my professor and/or my advisor?

To contact your professor:

There are two ways to send a message to your professor.

1. Class Information tab
 - select a course on which your professor is teaching.
 - Then, click on “Actions” drop down option and click on “Send Message to Professor”

Student Home

Class Information Reports Calendar Send a Message

Classes This Term

click on "Actions"

Actions

Send Message to Professor

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input checked="" type="checkbox"/>	ENGL4010-41 Technical Writing in Professns	Jennifer Sorensen	TR 3:00p-4:30p Corbett PE Bldg 221			
<input type="checkbox"/>	GEO100-1 College Geometry	Casey Ingersoll				
<input type="checkbox"/>	KIN3021-1 Phy of Exercise	Gary Werhonig	MWF 8:00a-8:50a Corbett PE Bldg 202			
<input type="checkbox"/>	KIN3034-1 Lifespan Motor Dev	Tami Benham-Deal	MW 9:00a-10:20a Corbett PE Bldg 202			
<input type="checkbox"/>	KIN4900-1 Tp:Under Skill Acquis for Tchg	Qin Zhu	TR 11:00a-12:15p Corbett PE Bldg 202			

2. Send Message tab

- On the tab, select the professor you would like to send a message to.
- Then, click on “Actions” drop down option and click on “Send Message”

Student Home

Class Information Reports Calendar Send a Message

Send Message

click on "Actions"

<input type="checkbox"/>	NAME	RELATIONSHIP
<input type="checkbox"/>	JENNIFER SORENSON	Advisor
<input checked="" type="checkbox"/>	JENNIFER SORENSON	Advisor
<input type="checkbox"/>	CASEY INGERSOLL	Advisor
<input type="checkbox"/>	GARY WERHONIG	Advisor

To contact your advisor:

- Select “Send Message” tab from your homepage
- Then, select the advisor to whom you would like to send a message
- Then, click on “Actions” drop down option and click on “Send Message”